

JAILER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the operation of the city jail. Employees of this class supervise employees in the class of Jailer I and insure that all department procedures are followed, as well as assuming direct responsibility for maintaining adequate inventories of food and supplies for the jail and seeing that all records and reports are completed and correctly processed. Direct supervision of subordinate jailers and overall supervision of jail prisoners is a continuing responsibility of employees of this class. Jailer II is the highest level of positions in the jail operation and employees of this class report to and have work reviewed by the supervisor in charge of jail personnel.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains all necessary safety precautions in and around jail facility; operates and inspects security devices; makes periodic inspections of the jail facility and equipment.

At specified times, tours all cells to insure that all prisoners are present and that there are no problems in the jail facility; searches jail cells, any other jail areas, or inmate's person to discover and seize contraband items.

Makes up menus for jail; orders food, prepared meals, or supplies for jail; keeps inventory of food.

Purchases supplies such as food, cleaning materials, etc.

Makes sure jail facility is clean by supervising janitorial staff; supervises subordinates or trustees who wash dishes after meals or who do laundry for jail.

Screens visitors to jail according to established policy.

Fills out and keeps records such as medical records for each prisoner, records of all telephone calls and results of calls, records of receipt and release of prisoners, records of food served and costs, inventory of supplies (cleaning supplies, etc.)

Writes any reports required by the city such as reports on

contraband seized, reports on unusual incidents or disturbances that occur in the jail, reports on medical attention to prisoners, etc; writes reports summarizing information contained in jail records such as number of prisoners held in the jail by race, sex, etc., compiled lists of trial dates, etc.

Maintains air packs and fire extinguishers for use in case of fire.

Checks bathroom and/or kitchen facilities to make sure they are in working order; calls repair personnel or notifies supervisor to call them when needed.

Hears inmate grievances and counsels inmates; exercises disciplinary control over inmates; carries and operates a firearm when necessary; prevents or controls fighting between inmates; disciplines inmates for violations or infractions of rules.

Participates in training offered or sponsored by the department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have a State of Louisiana certification in corrections.

Must be a regular and permanent employee in the class of Jailer I immediately preceding closing date for application to the board.

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| BC | 12-17-84 |
| Rev | 11-09-94 |
| | 04-26-01 |
| | 11-04-04 |
| | 08-22-07 |
| | 03-21-12 |